

Administrative Information

22 July 1982

The Architect-Engineer (A-E) is invited to propose on the accomplishment of the work described in the Statement of Work and the Program Requirement dated 22 July 1982. Submit an original and six copies.

A. Format of Response to Request for Proposal (RFP)

1. Firm's Name. The complete name, address, and telephone number of the Offeror
2. Firm's Contact. The name, title, address, and phone number of the individual with authority to negotiate and contractually bind the company
3. Project Team. The name, assignment, and firm affiliation of all key personnel on the project team
4. Project Activity Network Plans. The A-E shall submit a master network plan showing milestones and events for the total design process and detailed network plans for each phase of the design. Monthly time intervals are the minimum requirement for the master network plan, and weekly time intervals are required for each phase network plan. The plans shall be prepared in a manner to enable the A-E and the Government to identify progress during the course of the project.

5. Price Proposal. The A-E price proposal shall be submitted in the following five self-contained phases.

- a. Schematic Design
- b. Preliminary Design
- c. Construction Documents & Bidding
- d. Office Layout Design
- e. Construction Supervision (Option)

The price for each phase shall have supporting detail on a Department of Defense Form 633 or equivalent indicating direct labor, consultants' fees, travel, printing, computer and other direct costs, overhead, and profit. The direct labor shall be detailed to include number of hours and hourly rate for each identifiable skill, i.e., principal, project director, deputy project director, lead designer, lead structural, lead mechanical, lead electrical, structural designer, mechanical designer, electrical designer, draftsmen, estimator, specification writer, etc. All other direct costs shall also be itemized.

B. Site Visit

The A-E shall visit the project site during preparation of the RFP response. Arrangements for a site visit can be made by calling  Building Planning Staff,

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C. Audit

During the time that the A-E is preparing a response to the RFP, the Government will initiate a financial audit of the firm to identify wage rates, overhead, and other pricing factors. The A-E shall furnish all such data as may be required to the Government representatives.

D. Negotiations

The purpose of the negotiation is to agree on the Statement of Work, Master Network Plan, the detailed Network Plan for each phase of the design, construction budget, price of A-E services, and payment schedule. The negotiations will commence at the Agency's Headquarters Building approximately one week following receipt of the Government's audit review of the A-E proposal. If agreement cannot be reached, the Government will terminate negotiations by written notice to the A-E firm.

E. Contract

It is anticipated that the project will be accomplished under a Fixed Price Plus Award Contract. The general provisions of the contract will be similar to the Federal Procurement Regulations and the Armed Services Procurement Regulations. Determination of the awards will be made by the Agency's Contracting Officer and shall be final and binding on both parties and not subject to appeal or negotiation. The magnitude of the award shall be based on the following:

1. Producing a creative and functional design on schedule and within budget that meets the operational needs of the Agency
2. Professional and timely response to all program and contract requirements, implementation and successful maintenance of all security requirements, continuity of qualified personnel on the project team, and providing data and project access to enable the Government to monitor project progress, quality, and cost
3. Developing an economical RFI shielding design that exceeds the project requirements
4. Developing an acceptable project design that limits the amount of excavation material to be hauled off site to less than 100,000 cubic yards
5. Controlling the total value of construction change orders, less those directed by the Government, to less than 2 percent of the Construction Contract Award
6. For each 1 percent gain over the minimum 75 percent building efficiency

F. Contract Award

It is anticipated that the A-E contract will be initiated in early FY 1983. The award of the A-E contract and the construction contracts are subject to the availability of appropriated funds.